

**SPECIFICATION SHEET**

**DATE** : September 1, 2011

**FORM NUMBER** : #4179 R 13

**QUANTITY** : 46,000 ( Maximum overrun or underrun = 2%)

**STOCK** : 11 pt. 150# Manila stock with full reinforced side & top tab

**INK** : Black

**SIZE** : Square folder design ( except for the side tab cut)  
Folder Open: 18 – ¼” x 12 – ¼” (includes ¾” side tab)  
Folder Open/Front Cover: 8 – ¾” x 11 -3/8”  
Folder Open/Back Cover: 9 – ½” x 12 – ¼”

**CONSTRUCTION** : The side tab is to be reinforced full-cut as well as double reinforced on the top side. The color coded numbers are to be on the side tab, visible from both sides (front and back). **NOTE:** In no manner shall the numbering system cover any portion of the printed file folder.

Folders are to be scored at the bottom – from point of closed folder. Two additional scores are to be 3/8” apart on the front (first) cover.

Bar Code – Uniform symbol Description – 3, code 39 to be part of strip label placed on folder side tab between alpha and numeric codes.

**FRONT OF FILE:** On right side of folder and side to side, in bold, the following lines (See sample for size of font).

**CIRCUIT COURT – MILWAUKEE COUNTY**  
**CIVIL DIVISION** 4179 R13

Br. No.	Date	Appearances	Proceedings

Br. No.	Date	Appearances	Proceedings
			Filed Summons and Complaint

APPEARANCES: P - In Person A - Agent F - Father/Friend  
X - No Appearance E - Employee H - Husband

MILWAUKEE COUNTY  
PROCUREMENT DIVISION

SPECIFICATION NO.: 200.38606  
EFFECTIVE DATE: 9/16/11

O - Attorney

W - Wife

\*\*\*\*This Grid is to be continued on the front of the file folder while compensating for the "Appearances" verbiage which should appear at the bottom.

**COLOR CODED  
NUMBERS**

: Starting number 12 SC 000001 – 12 SC 046000  
Use the Wisconsin Model Records color coding system with white letters. Color sequence of the tabs with white numbers is as follows:

First tab: Year designator/white on **Red**.  
Second tab: alpha designator/white on Dark Green (SC)

Remaining tabs as follows:

All 0's	yellow
" 1's	light blue
" 2's	red
" 3's	light green
" 4's	gray
" 5's	gold
" 6's	dark green
" 7's	dark blue
" 8's	orange
" 9's	black

Strip label with 7/8" colored boxes containing 1/2" numbers. One number per box until last box which is 2 numbers. Strip label to be one piece construction.

**DELIVERY** : In two installments First half delivered by December 01, 2011 and the remainder By June 01, 2012. We want files delivered directly to supply Rooms in G9 and on shelves.

**PRINTED NUMBERS** : Printed numbers starting number 12 SC 000001  
Black ink, upper right-hand corner of file folder. Zero-fill all numbers with Printed characters.

**PACKAGE** : 100 pre-folded files per package in numerical order. Label each package with form number, numerical range of contents and sequentially label each package for proper usage.

**PROOF** : Proof must be submitted prior to printing. Paper weight, color and number Must be same as sample submitted with bid. Send proof and paper sample to:

**CCF – SOUTH/GRAPHICS  
8885 S. 68<sup>TH</sup> STREET  
FRANKLIN, WI 53132**

**CAMERA COPY** : Camera copy will be furnished to successful bidder. **CAMERA COPY MUST BE RETURNED.** In addition to returning the camera copy, ten samples of the completed printed. Numbered folders must be sent to **FORMS CONTROL** (above address)

**CONSTRUCTION  
SAMPLE** : MUST BE SUBMITTED WITH BID.

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**NOTE:** PAYMENT TO VENDOR WILL NOT BE MADE UNTIL VENDOR, AS SPECIFIED ABOVE AS SUBMITTED THE CAMERA COPY WITH TEN SAMPLES OF THE COMPLETED PRINT FORM.

FIRST ½ OF FOLDER ORDER IS TO BE RECEIVED BY THE CLERK OF COURTS (CIVIL DIVISION) BY DECEMBER 1, 2011, WITH REMAINING ½ FOLDERS TO BE DELIVERED JUNE 1, 2012. DELIVERED DIRECTLY TO THE SUPPLY ROOM IN G9 AND STOCK ON THE SHELVES.